

PROJECT DESIGN GUIDE

DM WORKLOAD

Project Name:	Project No.:	Date:
<i>Name</i>	<i>Number</i>	<i>Date</i>

SPECIFIC NOTES (relating to any particular project specific matters)

Guide to Design Managers Workload

Introduction

Divisional and Lead Design Managers need to track resource allocation as a routine part of their jobs. This can be done on sophisticated Intranet systems or simple spreadsheets such as this. The value is in ensuring resources are fully allocated, whether on work winning or fee paying projects.

This spreadsheet is structured to enable time to be allocated and compared with actual time recorded. There is much to be gained from understanding if staff are over-stretched (therefore unable to fore fill tasks) or have spare capacity.

We have also added columns for consultants and project profitability outcome; to gain a long term rule of thumb on which teams or individual DM's are most commercially successful. This needs to be balanced with the knowledge that a team may be in place specifically to deal with a problem project.

PDG PROJECT DESIGN GUIDES **DM WORKLOAD**

Design Managers Workload Tracker

BUILDING / SECTOR

Current Live Projects

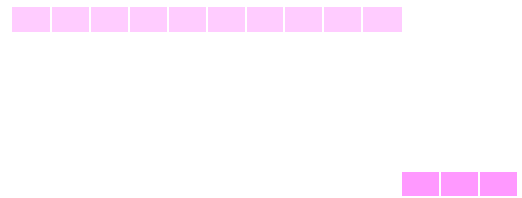
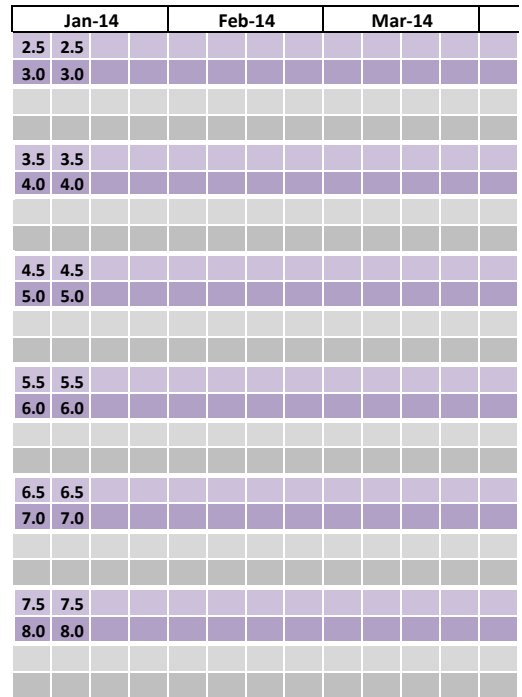
Project No.	Project Title		LDM	DM	DC + others	Value	Prof/Loss	Consult 1	Consult 2	Consult 3	Consult 4	Award Date	PC Date	Finish Date
001		Planned												
		Actual												
002		Planned												
		Actual												
003		Planned												
		Actual												
004		Planned												
		Actual												
005		Planned												
		Actual												
006		Planned												
		Actual												
007		Planned												
		Actual												
008		Planned												
		Actual												
009		Planned												
		Actual												
010		Planned												
		Actual												
011		Planned												
		Actual												
012		Planned												
		Actual												

Current Tenders

							n/a							
							n/a							
							n/a							
							n/a							

Tenders submitted / Awaiting award

							n/a							
							n/a							
							n/a							



Key:

DM 01
DM 02
DM 03
DM 04
DM 05
DM 06
DM 07
etc